

# How-to Guide: Google Classroom

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## What is Google Classroom?

Google Classroom is an online learning platform that allows schools to create virtual classrooms. It can be used on any of your devices connected to the internet – laptops, desktop computers, tablets or mobile phones. Once inside you will be able to...

- Find your daily/weekly assignments
  - Manage your own 'to do list'
  - Get feedback on completed work
- Communicate easily with your teacher and class

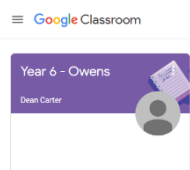
We hope to create a learning experience that is fun, informative and brings us all much closer together. Have a look at the link below for a quick introduction. Not everything you see will be used by your teacher, but it gives you a really good idea of what's to come!

<https://www.youtube.com/watch?v=DeOVe2YV2Io>.

## How do I log in to Google Classroom?

You can access Google Classroom using a mobile/tablet app, or via your computer by visiting <http://www.classroom.google.com/>. You should sign in with the email address and password provided to you by the school.

**You cannot change this password.** If you forget it, you can ask an adult to check back the original email that was sent from the school office. If you are still having problems, please send an email to [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com) and we will look into it for you.



Once you have logged in, you can accept and then enter your classroom by clicking on the name of your class.

## Your Class Stream

When you first log in, you will be sent to your class Stream. This is a list of chronological posts, detailing everything that happens in your classroom: new assignments, questions, activities or messages from your teacher. **Please read the Stream every time you log in to Google Classroom. Any important announcements from your teacher will be found here.**

Your teacher will decide when to turn on the Stream to allow you to comment as well. **Please read the next box carefully to find out how to use the Stream safely and happily when this happens.**

## Safe on the Stream

The Stream is a place for your teacher to guide learning and allow time for everyone to be together. It is important to know that **anything you post to the Stream can be read by your teacher and other classmates**. To guide you through it, we have come up with a list of dos and don'ts...

**DO** ask questions about your learning

**DO** share ideas that may help others with their work

**DO** share positive or uplifting messages

**DO** post interesting thoughts or facts

**DON'T** post anything private – your whole class will read it

**DON'T** mention the names of other children without their consent

**DON'T** share anything that could upset or offend others



7

Year 6 - Owens

1

Stream

2

Classwork

3

People



Year 6 - Owens

5

Upcoming

Due tomorrow  
Drawing Line Graphs

Due Monday  
Reading Comprehension C...

View all

6

4

Miss Orson  
4:49 PM

Welcome to your new online classroom! Take a look at the welcome video below...

[Template] pxx-zzfa-sst (...)  
Video

Miss Orson posted a new assignment: Landscape Drawing  
4:48 PM

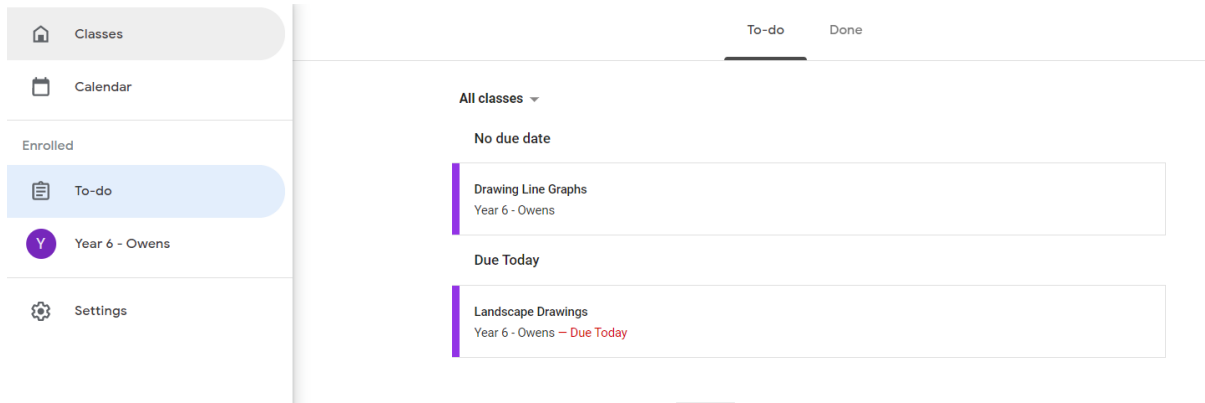
Miss Orson posted a new assignment: Drawing Line Graphs  
4:47 PM

1. Link to your class Stream.
2. Link to a list of all the topics and assignments you have been set.
3. Link to a list of the teachers and pupils who are in your class.
4. Your class Stream. The most recent post will always be at the top.
5. A quick reminder of any work that is due in soon.
6. A more detailed list of all the work you have been set.
7. Drop down menu for you to return to classroom and view your 'To-do' – in a calendar or as a list.

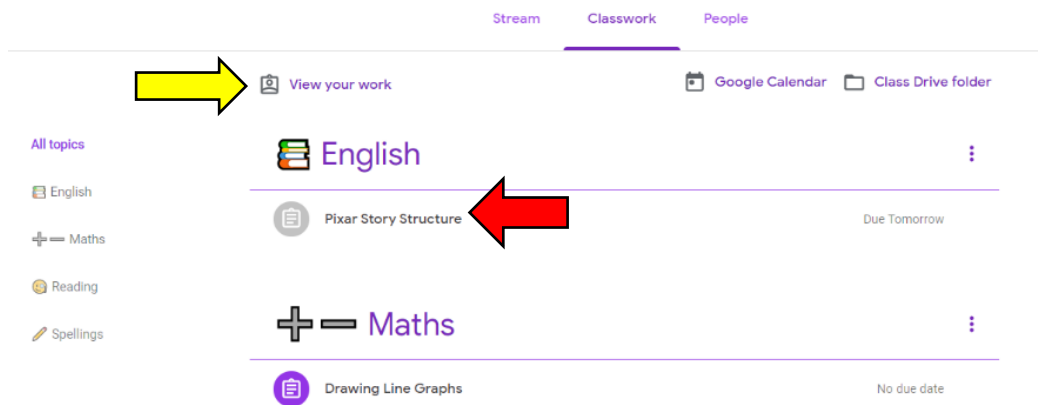
## How do I find the work I need to complete?

There are several ways you can find out where your work is. Try out each of the routes below and use the way that works best for you. **It is important that when you open your assignment, you read your teacher's comments and any attachments carefully.**


- 1) Click on the drop-down menu at number **7**. Click on your 'To-do' list. You can view work still left to do and any that is already done.



- 2) Go to Classwork tab which can be found at **2**. Click on any assignment (see red arrow) and then 'View Assignment'.








- 3) Staying on the Classwork page, click on 'View your work' (see yellow arrow above). Here you can find a detailed list of all your most recent assignments and when they are due.




**Y6A Y6A**

**Assigned:** you have been set your work, but it is not yet complete.

Title	Due	Status
Spooky Setting Description	Tomorrow	Assigned
Landscape Drawings	Today	Assigned
Drawing Line Graphs	No due date	Assigned
Charles Darwin  1  3	Apr 27	
Pixar Story Structure  3	Tomorrow	Turned in

: your teacher has marked your work and given feedback.

: your teacher has left you a private message about your work.

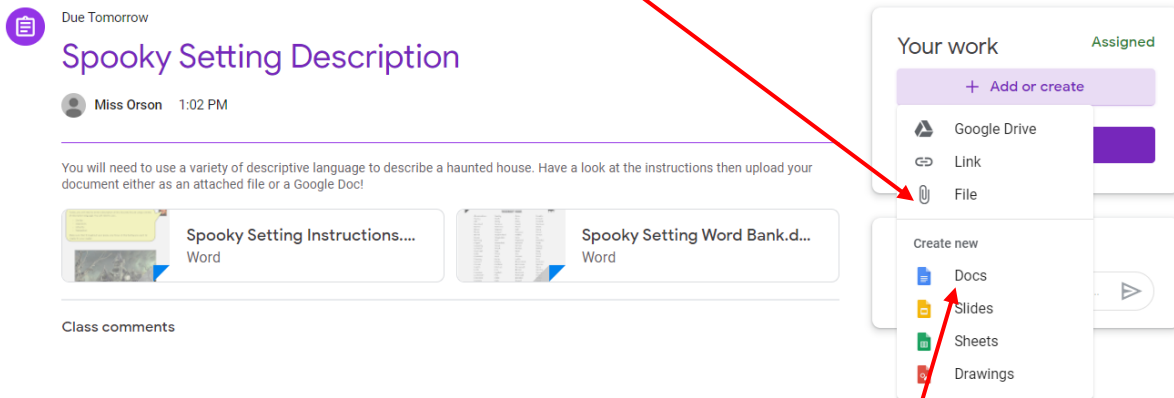
**Turned in:** you have handed your work in, but your teacher hasn't given feedback yet.

## How do I submit my work?

Ideally, you should try to complete and submit your work on the day it is set – just as we do in school. We know, however, that this is not going to always be possible or realistic. Your teacher will therefore set deadlines with plenty of time for you to give it a go. If you miss completing a piece of work, or hand it in late, **do not worry**. It is most important to all of your teachers that you are **happy, learning and trying your best**.

There are several ways you can submit a piece of work. Please read two of the simplest ways below...

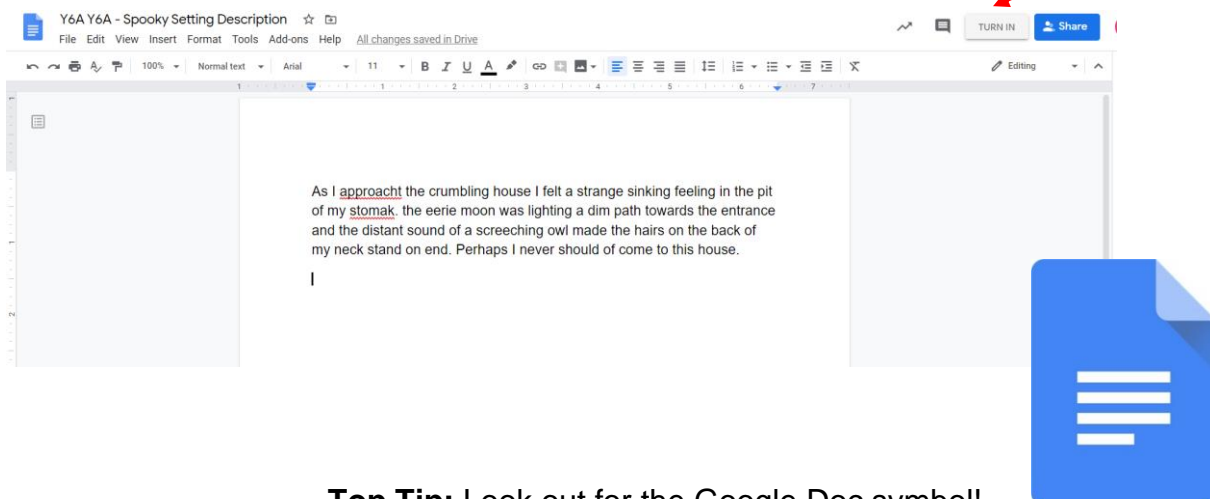
- 1) Attach a file📎. This file could be a PDF, word document, photograph etc. **Please ensure the file name uses your initials or first name only**. Once attached, click 'TURN IN'.



**Top tip:** If you are using Google Classroom through a smartphone or tablet, there will be an option for you to 'Take photo' and upload it immediately. This is useful if you are working in a notebook or on a piece of paper.

- 2) Creating a Google Doc within Google Classroom. A Google Doc is similar to a Word document and will *automatically* save into your Google Drive – no need to press save! If you want to know more about what your Google Drive is, there is a separate section on page 6.

Once you have written your piece, you can submit it to your teacher by clicking 'TURN IN'.



**Top Tip:** Look out for the Google Doc symbol!

## How do I find my teacher's feedback?

Your teacher can give feedback on your work in different ways...

- 1) As a private message. Your teacher may send you a private comment, explaining what you have done well or asking you to check something back. If you would like to respond to your teacher, you can send a reply. This private message stream can be used if you have a question because you are stuck, or want to share something with your teacher. It can only be read by them or other teachers who are a part of your classroom.

Due Tomorrow

### Spooky Setting Description

Miss Orson 2:01 PM

Spooky Setting Instructions... Word

Spooky Setting Word Bank.d... Word

Your work Returned

Rachel Spooky Set... Image

+ Add or create

Resubmit

1 private comment

Miss Orson 2:04 PM

You have used adjectives and imagery to create suspense - well done! Remember to double check your spellings once you're finished.

- 2) Through highlighting work and adding comments. Sometimes your teacher will give you more detailed feedback through highlighting specific parts of your work and explaining why. You will need to click on the highlighted section to match it with the correct comment.

As I approached the crumbling house I felt a strange sinking feeling in the pit of my ~~stomach~~ ~~stomak~~. The eerie moon was lighting a dim path towards the entrance and the distant sound of a screeching owl made the hairs on the back of my neck stand on end. Perhaps I never should of come to this house.

Miss Orson 1:27 PM Today

Replace: "stomak" with "stomach"

Miss Orson 1:27 PM Today

Resolve

your adjectives 'eerie' and 'dim' have helped to create an uncertain and strange atmosphere!

Miss Orson 1:27 PM Today

Resolve

Grammar: should've OR should have

**Top Tip:** You can act upon your comments by replacing incorrect spellings, or making changes based on what your teachers says. Once finished, press 'Resolve'.

As I approached the crumbling house I felt a strange sinking feeling in the pit of my stomach. The eerie moon was lighting a dim path towards the entrance and the distant sound of a screeching owl made the hairs on the back of my neck stand on end. Perhaps I never should of come to this house.

Miss Orson 2:03 PM Today

Resolve

SP

Miss Orson 2:03 PM Today

Resolve

'dim path' and 'distant sound' have helped to create an eerie atmosphere

Miss Orson 2:03 PM Today

Resolve

SP - should've OR should have

Your work Returned

Rachel Spooky Set... Image

+ Add or create

Resubmit

1 private comment

Miss Orson 2:04 PM

You have used adjectives and imagery to create suspense - well done! Remember to double check your spellings once you're finished.

Add private comment...

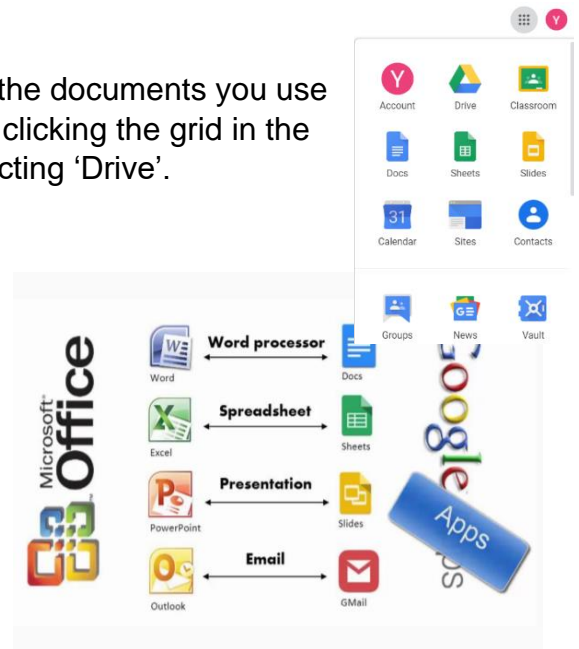
**Top Tip:** If your teacher has written comments on an attached photo or file, you will need to right click and open it in a new tab in order to see them.



## Google Drive

Google drive is a folder which stores all the documents you use in Google Classroom. You can find it by clicking the grid in the top right corner of your screen, and selecting 'Drive'.

If you choose to complete your work using Google Docs or other apps, they will automatically save into your Drive folder. You can come back to it at any time and upload it for submission when it is complete. Work that your teacher sets can also be found here, so it is easy to come back to at a later date.



## Useful Videos

- A how to use Google Classroom for students:

<https://www.youtube.com/watch?v=G5P7nVbQWJc>

- A detailed video tutorial for students using Google Classroom.

<https://www.youtube.com/watch?v=qSxNLaWm74g>

- A quick tutorial for students and parents. Some of the software looks different to ours but there are still lots of useful parts.

<https://www.youtube.com/watch?v=xfgqtCi7hdo>

## Getting in Contact

It is possible to see the teachers who are a part of your classroom within the People section of Google Classroom. When you hover over the envelope next to their name, an email address appears. **This function is disabled, so please do not send emails directly to any of these addresses.** You will be able to communicate with your teacher using one of the following options...

- 1) Posting in the class Stream during times when it has been turned on.
- 2) Sending a private message (see page 5) linked to a specific piece of work.
- 3) Via the usual route through the school office - [admin@stmichaelsn6.com](mailto:admin@stmichaelsn6.com).